

ADMISSION AND ORIENTATION INMATE HANDBOOK



FCI, FSL, and FPC

JESUP, GEORGIA 31599

AUGUST 2009

INTRODUCTION

The Federal Correctional Institution at Jesup, Georgia, has a medium security facility that houses approximately 1150 adult male inmates, a satellite low facility that houses approximately 605 adult male inmates, and a minimum security facility that houses approximately 150 adult male inmates.

The purpose of this handbook is to provide newly arrived inmates with general information regarding rules and regulations as well as inmate programs at FCI, FSL, and FPC Jesup. Additional information will be made available during the institution's Admission and Orientation Program. The material in this handbook will assist inmates in understanding what they will encounter when they enter prison and assist them in their initial adjustment to institution life.

The Warden is the final authority on all matters within the institution. His/Her decisions are based upon policies established by the Federal Bureau of Prisons. While the Warden is responsible for the operation of the institution, certain duties and responsibilities are delegated to other staff. The Warden encourages open communication between staff and inmates. Inmates will find various executive and managerial staff visiting housing, work and leisure areas to promote spontaneous and relaxed conversation. Appropriate channels should be exhausted before requesting assistance from the Warden. If after having spoken with each member in the chain of command, your problem has not been solved, you may send an "Inmate Request to Staff Member," briefly describing your request, to the Warden. Requests to staff members shall be answered within five (5) working days, if possible.

ADMISSION AND ORIENTATION

Upon commitment and for the first few days of your stay at the institution, you will be initially assigned to the Admission and Orientation (A&O) Program. Inmates are immediately provided a copy of this handbook, which includes the rules and regulation and your rights and responsibilities.

While in A&O, you will learn about the programs, services, policies and procedures regarding the facility. Also, you will hear lectures from staff regarding various programs and departments.

UNIT MANAGEMENT

UNITS

Effective July 16, 2008, all inmates assigned to the FCI and FSL will be required to wear a colored neck lanyard. The lanyards are for identification purposes and each housing unit will be assigned a specific color. Each inmate will be issued a lanyard for their respective housing unit and new arrivals will be issued lanyards when they are assigned to a housing unit through Receiving and Discharge (R&D).

The assigned colors are as follows for the FSL and FCI.

A-Unit: White
D -Unit: Green

B-Unit: Mustard Gold
E-Unit: Purple

C-Unit: Yellow
F -Unit: Orange

For safety reasons, lanyards are equipped with a break away plastic safety clip. Further, inmates may not be required to wear the issued lanyard while performing work. However, inmates not wearing the lanyard are still required to have both the lanyard and their identification card on their person. Listed below are areas that inmates are not to wear the lanyard. Inmates in the areas listed below that are not actually working or otherwise performing a task will be required to wear the issued lanyard.

While working in Facilities during assigned work hours.
While working in Food Service during assigned work hours.
While working in UNICOR during assigned work hours.
While on the Recreation yard exercising or playing an organized sport.

If an inmate loses the issued lanyard, the inmate will be required to purchase a replacement from R&D at a cost of \$5.00 each. These requirements will be placed in the A&O handbook when it is next updated. Failure to comply with the procedures outlined herein may result in disciplinary action.

Please see a member of your unit team with any questions. Upon arrival, you will be assigned a permanent housing unit. The housing units consist of two wings in each housing unit and are designed to house inmates utilizing two-man cells at the FCI, two-man and three-man cubicles at the FSL, and two-man cubicles at the FPC. The three-man cells/cubicles are designed to temporarily house new inmates and inmates who refuse institution programs. All rules and regulations are uniform in each unit. Inmate programs vary in the Special Housing Unit.

The units are identified as General Population; therefore, inmates assigned to the units are involved in a wide variety of programs, work details, education classes, etc.; however, since the FPC is described as a "work camp" inmates are involved in a wide variety of work details. It is your responsibility to check your living area immediately after being assigned and report any/all damage to a correctional officer or unit staff member. An inmate may be held financially liable for any damage found in his personal living area.

Each unit team will ordinarily be staffed with the following:

FCI/FSL:

1 - Unit Manager
2 - Case Managers
2 - Correctional Counselors
1 - Unit Secretary

FPC:

1 - Unit Manager
1 - Case Manager
1 - Correctional Counselor
1 - Unit Secretary

Unit staff are available normally from 7:30 a.m. to 9:00 p.m. Monday through Friday, and from 7:30 a.m. to 4:00 p.m. on Saturdays, Sundays and holidays. The unit staff

schedule is posted on the inmate bulletin boards.

UNIT TEAM

Almost all Bureau of Prisons institutions utilize the unit management concept. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Unit Staff Offices are located in the units so staff and inmates can be accessible to one another. When available, the Staff Psychologist, Education Advisor and Unit officer will participate with the Unit Team and be considered as unit staff.

UNIT MANAGER

Each housing unit at FCI/FSL/FPC Jesup has a unit manager as an administrator. He/she is responsible for the total supervision of the unit, as well as the planning, development and implementation of programs designed to meet the particular needs of each inmate in the unit. The unit manager supervises all unit staff and is responsible for consulting with staff and inmates concerning any problems which may arise.

CASE MANAGER

The case manager is responsible for all professional case work regarding inmates assigned to the unit, such as preparation of classification material, progress reports, parole hearings, material for transfers, release preparation and admission and orientation functions. The case manager also assists inmates in organizing an institutional program plan. The case manager is under direct supervision of the unit manager.

COUNSELOR

The counselor has the important function of keeping the unit team advised of your progress regarding your assigned programs. The counselor will also attempt to provide inmates with assistance regarding personal issues and concerns. He/she works with the case manager and the unit manager in establishing goals, approving telephone calls, etc. Talking with the counselor regularly, either in group or individual counseling sessions, will answer numerous questions for you and solve problems with little delay. The counselor program is directed by the unit manager. The counselor is also responsible for the approved visiting lists. Counselors are also involved with overall sanitation issues.

UNIT SECRETARY

The unit secretary is responsible for all secretarial and related work generated by unit staff. The secretary is under the direct supervision of the unit manager.

UNIT OFFICERS

The unit officers have direct responsibility for the day-to-day supervision of inmates, and

also enforce the rules and regulations of the institution. They are responsible for the safety, security and sanitation in the unit. Unit officers are in daily contact with inmates in the units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit officers are jointly supervised by the Unit Manager and the Captain during his/her unit assignment.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

The Bureau of Prisons strongly encourages inmates to satisfy their financial obligations; i.e., special assessments, court ordered restitution, fines and court costs, Judgements in favor of the United States, other debts owed to the United States, and other court ordered obligations. As part of the initial classification process, correctional counselors will provide you with an opportunity to develop a financial plan to satisfy these obligations. During subsequent program reviews, your unit team will consider your effort to meet these financial obligations. Your effort will be an indicator of your willingness and responsibility to meet your financial obligations. You should make every effort to satisfy your financial obligations by paying the maximum amount. You may make single payments or repetitive payments to satisfy your debt. Refusal to participate in the financial responsibility program is a factor which will be assessed in considering your responsibility relating to your custody classification, but will not be the only determining factor within this category. You may use outside resources, as well as institutional earnings, to satisfy these obligations.

JOB ASSIGNMENTS

All inmates who have been medically cleared will be required to work and maintain a regular job assignment. Many job assignments are controlled through a performance pay system, which provides monetary payment for work. The pay grades available are as follows:

Grade 1	.40 per hour
Grade 2	.29 per hour
Grade 3	.17 per hour
Grade 4	.12 per hour
Maintenance Pay	\$5.25 per month

Federal Prison Industries (UNICOR) has a separate pay scale. Unit staff will approve or disapprove all job changes and ensure these changes are posted on the daily change sheet.

Institutional maintenance jobs are usually the first assignment an inmate receives. This may include food service work assignments, unit orderly or maintenance shop assignments.

Inmates receiving performance pay who are found through the disciplinary process to have committed a level 100 or 200 series drug- or alcohol-related prohibited act will automatically have their performance pay reduced to maintenance pay level and will be removed from any assigned work detail outside the secure perimeter of the institution.

This reduction to maintenance pay level, and removal from assigned work detail outside the secure perimeter of the institution, will ordinarily remain in effect for one year, unless otherwise authorized by the Warden.

UNIT RULES AND REGULATIONS

The following rules apply to all inmates and will serve as a guide by staff members to supplement Program Statements, Operation Memorandums, etc.

1. BULLETIN BOARDS

Bulletin boards are located as follows: FCI- all housing units; FSL - Food Service and all housing units; FPC - Food Service, Multi-purpose room, hallway between units, and in front of the Chapel.

Items of interest are placed on the bulletin boards regularly.

It is the responsibility of each inmate to read the notices posted on the bulletin boards in order to be aware of call-outs, policy revisions and other information.

2. CORRESPONDENCE

FCI: All outgoing general correspondence will be placed in the mailboxes located in the housing units. General correspondence should be left unsealed as it will be screened by staff. All inmates are required to use mailing labels for all outgoing mail. SHU Inmates are exempt from the mailing label program.

FSL: All outgoing *general correspondence* will be placed in the mailboxes located in the housing units.

FPC: All outgoing general correspondence will be placed in the mailboxes located on the right side of the main doors to the Food Service/Multi-Purpose Room. All correspondence for staff should be placed in the mailbox. Stamps are not allowed to be received in the incoming mail.

Inmates must deliver their own outgoing *legal/special* mail directly to the ISM Department. Staff receiving the *legal/special* mail must immediately confirm that the inmate delivering it is the same inmate reflected in the return address. Inmates may seal their *legal/special* mail before submitting it directly to staff. Outgoing mail for inmates in the Special Housing Unit will be left unsealed and given to the Special Housing Officer. The mail from the Special Housing Unit is delivered to the mail room daily for processing. Outgoing *legal/special* mail submitted without an accurate return address will not be further processed, but rather returned immediately to the inmate. Inmates attempting to send outgoing *legal/special* mail under another inmate's return address should be considered for disciplinary action.

Outgoing *legal/special* mail weighing 16 ounces or more will be processed as a package. This will require the use of Form BP-329, Request - Authorization to Mail Inmate Package. Inmates may seal their outgoing *legal/special* mail before submitting directly to the counselor or other available unit team members. The mail will not be opened unless contraband is apparent as a result of electronic scanning. All outgoing *legal/special* mail is subject to scanning by electronic means, including but not limited to, x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing *legal/special* mail by these methods may occur outside the inmate's presence. Electronic scanning is for the sole purpose of identifying harmful materials, and cannot be used to read or review the content of the outgoing *legal/special* mail communication. Confiscated outgoing *legal/special* mail should not be read by staff, and inmates must be informed as soon as possible of its disposition.

3. DRESS CODE

During the regular work week, the Monday through Friday, 7:30 a.m. until 4:00 p.m., all inmates will be required to be in the full institutional uniform, i.e. khaki trousers, khaki shirt, and belt. During the day watch shift, from 7:30 a.m. until 4:00 p.m., inmates must wear their clothing in a respectable manner. Shirts will be tucked into the trousers. The trousers will be worn at the waist level. Inmates will not be permitted to cuff their pants legs. Inmates are not permitted to wear "Wave Caps" or Doo Rags" outside of their respective housing unit at anytime. These items will be confiscated if an inmate is caught wearing these items outside of this assigned unit. There will be a zero tolerance policy for inmates who fail to comply with the established procedures. Inmates that are on their scheduled day off and are going to the recreation yard are authorized to wear the approved recreational clothing. Once an inmate has departed his assigned room, he must be at least partially clothed. Dress will consist of nothing less than wearing some type of pants (shorts are acceptable) or robe when departing one's assigned room. Inmates are not permitted to walk around the unit in underwear or without a shirt on unless they are wearing a robe.

Dress Code for Work: During normal business hours (7:40 a.m. to 4:00 p.m. weekdays), all inmates must be fully clothed in institution clothing (referred to as work uniform i.e. khaki shirt and/or white tee shirt with khaki pants and belt or job specific clothing as issued by their work supervisor). The issued clothing must not be altered or worn in a manner that resembles a military uniform or gang affiliation. All clothing must be clean and worn in a neat manner. Shirts will be tucked in.

FSL: No inmates will be allowed into the Satellite Low Administration area during normal working hours, unless they are attired in the work uniform as defined in the Dress Code for Work section and must be accompanied by a staff member.

FPC: No inmates will be allowed into the Camp Front Lobby area during normal working hours, unless they are wearing the appropriate uniform supplied by the institution. Between the hours of 7:40 a.m. and 4:00 p.m., all inmates are required to wear appropriate uniforms supplied by the institution.

4. HOBBY CRAFT

Inmates wishing to participate in the Hobby Craft Program will submit an "Inmate Request to Staff Member" to the Recreation Specialists, who will notify the inmate of his acceptance, pending availability.

Art and Hobbycraft items will not be allowed in your unit room, with the exception of basic art supplies which includes approved pens, pencils, drawing paper, etc. and approved Crochet Program items. Upon completion of a hobbycraft item, the item must be mailed out of the institution to someone on your approved Visiting List at your expense and in accordance with posted standards.

5. LIGHTS OUT/QUIET HOURS

FCI/FPC: The unit lights will be turned out at 10:00 p.m. nightly. Inmates are permitted to have their cell/cubicle lights on past 11:00 p.m. Quiet hours are in effect after the completion of the 10:00 p.m. count and remain in effect until 6:00 a.m. No loud noises (talking, singing, playing loud music, games, etc.) will be permitted anywhere during quiet hours.

FSL: Inmates are permitted to have their individual cell/cubicle lights on until 12:00 midnight, Sunday through Thursday, and no later than 2:00 a.m. on Friday and Saturday. Quiet hours are in effect after the completion of the 10:00 p.m. count and remain in effect until 6:00 a.m. No loud noises (talking, singing, playing loud music, games, etc.) will be permitted anywhere during quiet hours.

6. MOVEMENT

FCI/FSL: FCI Jesup operates on a controlled movement system seven days a week. FSL Jesup operates on a controlled movement system during the regular work days, Monday through Friday, excluding holidays. All movements will be announced over the public address system. Ten minute open movements are conducted every hour on the half hour.

FPC: There are no controlled moves at FPC Jesup. Movement is prohibited during all counts or at other times as announced by staff. Any unauthorized departure from the camp grounds, or assigned area is considered an escape.

7. MUSICAL INSTRUMENTS

No musical instrument will be permitted in the unit with the exception of a harmonica.

8. PERSONAL PROPERTY

All inmate personal property must be stored in the inmate's personal locker. Five (5) personal or educational books are allowed to be maintained outside of the lockers. Personal property is defined as the property outlined within Bureau policy and the FCI

Jesup Institution Supplement, Inmate Personal Property.

9. RADIOS

Radios are to be played with earphones only. Only walkman type radios are permitted, which are purchased through the Commissary.

10. RECREATION

FCI/FSL: Recreation areas are open from 6:30 a.m. until 8:00 p.m. on weekdays, and from 7:00 a.m. until 8:00 p.m. on weekends and holidays, except during institutional counts. The outer recreation yard opens at dawn and closes before dusk and is closed during inclement weather. The Recreation areas are unauthorized areas for all inmates during their scheduled work hours. The Recreation Department runs intramural sports activities for the general population.

FPC: Recreation areas are open from 6:00 a.m. until dusk, except during institutional counts and inclement weather. The Recreation areas are unauthorized areas for all inmates during their scheduled work hours. The Recreation Department runs intramural sports activities for the general population.

11. CELL/CUBICLE ASSIGNMENTS

Cells/Cubicles will be assigned only by the Unit Counselor. Rooms will be assigned based on institution and security needs, with seniority and disciplinary considerations.

12. ROOM SANITATION

Each individual is responsible for cleaning and ensuring his cell/cubicle is inspection ready prior to work call at 7:40 a.m. The inmates who are on idle, day off, vacation, convalescence, etc., are also expected to follow the aforementioned mandate. The following guidelines will be in effect Monday through Friday (excluding federal holidays) 7:30 a.m. - 4:00 p.m.

- All beds will be made with an 8 inch white collar prior to work call (7:40 a.m.).
(Nothing should be stored underneath mattresses)
- Shoes will be neatly lined up under the bed.
- Only an approved/issued legal storage box will be stored under the bed.
- Any approved instruments (guitars, etc.) will be stored under the bed.
- Two neatly pressed sets of khakis and one brown coat per inmate only will be hung near the door or on authorized hooks. All other clothing will be stored in the locker.
- One laundry bag per inmate will be hung near the wall vent near the cell door/cubicle entrance.
- Five books (not magazines) per inmate may be neatly stored on the desk.
- All items on the bulletin board must be posted within the frame of the bulletin board.

- The shelf above the light fixture may be used to store small items (bowls, toilet paper, etc.). At the FSL, no items are allowed to be stored on top of the cubicle light.
- One drinking thermos per inmate will be stored under the locker.
- Prayer rugs approved by the Chaplaincy staff will be folded and stored in the locker.
- Nothing will be placed on windowsills, over windows, lights/light fixtures or vents at any time.
- Floors, baseboards, and corners will be clean and free of dirt, wax, or stripper buildup.

All commissary items, personal property and clothing issue not mentioned above will be stored inside the locker.

Items for retention and approved numbers may be found in the Inmate Handbook and the Institution Supplement on Inmate Personal Property.

FCI/FSL/FPC: All chairs, when not in use, must be neatly stacked/stored in the inmate's cell/cubicle. Writing on chairs is prohibited.

A sanitation inspection will be conducted routinely by institution staff. If a room fails an inspection, the occupant(s) may be subject to disciplinary action. A formal housing unit inspection will be conducted weekly by the Safety Manager. Inmate rooms must be ready for inspection prior to the 7:40 a.m. work call. All areas must be ready for inspection at any time during these periods.

13. SHOWERS

Regular bathing is expected of each inmate. Poor personal hygiene and/or poor sanitation will not be tolerated at this institution. All inmates will be clothed when entering or exiting the showers.

Showers may be utilized between the hours of 5:30 a.m. to 7:40 a.m. and again from the hours of 4:30 p.m. (or as soon as count clears) until 9:45 p.m. The handicap accessible shower is the only shower designated for inmate use during the hours of 7:40 a.m. to 3:30 p.m.

14. SMOKING AREAS

Smoking is not allowed in any area of the institution.

15. TELEPHONES

All telephones are subject to monitoring and recording, with the exception of a properly placed and authorized legal telephone call. The telephones provided in the units at the FCI/FPC, and outside the units at the FSL, are designed for direct dialing and collect call access. Inmates are responsible for paying the cost of their own telephone calls by purchasing I.T.S. credits through the inmate TRULINKS computer system. All telephone calls placed must be on your approved telephone list. Lists will be compiled

through the TRULINKS system. You may have up to thirty (30) numbers on your approved list.

Inmates needing to make an unmonitored attorney telephone call will request approval from the Unit Manager by submitting "An Inmate Request for a Legal Telephone Call" form, which shall include the name, telephone number, date and time of the requested call and indicate why other means of communication are not feasible. An inmate is responsible for expenses of inmate telephone use. Phone calls to an attorney will be made COLLECT ONLY. Need to ensure your attorney's phone system is set up to except collect calls.

Telephones will be available between the hours of 6:00 a.m. and 9:45 p.m. daily, with the exception of times during counts. There will be no forming of lines or congestion in the phone area as consideration should be given to other inmates who are waiting to use the phones. Use of the telephones will not interfere with work schedules, counts or other programs. It is prohibited to use an inmate telephone in any housing unit which is not your assigned living quarters.

Only one inmate telephone in the housing units will be available during work hours. P.S. 5264.07, Telephone Regulations for Inmates, dated January 31, 2002, states in part, "Inmates' access to telephone will be limited...Monday through Friday, not including holidays. Inmates are expected to be at their work assignments and must not use the telephone during their work hours." Policy further states, "For inmates who work varied shifts...institutions may leave one telephone per unit available for inmates on days off, or evening shift, such as food service workers, UNICOR workers, etc."

Third Party/three-way calls, conference calls, use of another inmate's PAC (Phone Access Code) to place a call, talking on the telephone during a call placed by another inmate, use of an automated forwarding service, and talking in code, are all prohibited by policy. Any of these actions, or any other conduct which interferes with the inmate telephone monitoring system, or the ability of staff to monitor inmate calls, will result in disciplinary action.

Inmates found in possession of an electronic communication device, such as a cellular telephone, pager, two-way radio, or any other related equipment, may be charged with a violation of code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or code 199, most like code 108, and will be subject to available sanctions, if found to have committed the prohibited act.

16. TELEVISION

There are designated television rooms/areas at each of the facilities. Televisions located within the units are for the inmates assigned to that particular unit during their non-duty hours. The television rooms are closed for cleaning daily, Monday through Friday, from workcall 7:40 a.m. through recall 10:30 a.m. Televisions located outside the units may be viewed by inmates during their non-duty hours. Television viewing is a privilege. Therefore, the Unit Manager has the authority to modify television viewing hours.

Television and or satellite radio programming will be determined by the posted schedule. Television rooms are open until 9:45 p.m. seven days a week. Eating and drinking in the television rooms is permitted provided an acceptable level of sanitation is maintained. The doors of the television rooms must remain closed at all times. All inmates will be counted in their assigned cells/cubicles during all counts, including the 10:00 p.m. count.

FPC: Late night viewing is permitted on weekends and holidays. All inmates will be counted in their assigned cubicle/room during all institutional counts.

17. TOWN HALL MEETINGS

Town hall meetings are held periodically in each unit. Announcements and changes in policies and procedures of the unit will be discussed. Inmates are encouraged to ask pertinent questions of the staff and guest speakers. These questions should pertain to the Unit as a whole, rather than personal questions or problems. Personal problems will be resolved by unit staff members during regular working hours, which are posted in each unit.

18. UNIT ACTIVITIES

FCI: All table games should be played from 7:30 a.m. until 9:45 p.m. in the common area of the units. Inmates should be aware that the unit telephones are also in close vicinity, therefore, the noise level must remain at an acceptable level.

FSL/FPC: All table games should be played from 6:00 a.m. until 9:45 p.m. in the common area and after 4:00 p.m. on the front porches of the housing units.

No form of gambling will be allowed in any institution. The only inmates who will be allowed to participate in table games in their cells/cubicles are the assigned roommates.

19. VISITING - INSTITUTION

FCI: Visiting hours will be Thursday through Monday and all federal holidays from 8:00 a.m. until 3:00 p.m.

FSL: Visiting hours will be Friday through Sunday and all federal holidays from 8:00 a.m. until 3:00 p.m.

FPC: Visiting hours will be Friday from 4:45 p.m. (or when count clears) until 8:30 p.m.; also Saturdays, Sundays, and all federal holidays from 8:00 a.m. until 3:00 p.m.

All rules and regulations contained within the Institution Supplement, Inmate Visiting Regulations, are to be followed. Each inmate is responsible for ensuring their visitor is aware of the visitation policy. Inmate visitors are required to pass through a metal

detector prior to entering the Institution..

The institution's address is as follows: **FCI/FSL/FPC Jesup, 2600 U.S. HWY. 301 South, Jesup, Georgia 31599**. The Telephone number is (912) 427-0870.

FCI Jesup is located in the southeast section of Jesup, Georgia, just off U.S. highway 301 south. From Savannah, take interstate 16 to interstate 95 south, then take exit 14 (at Richmond Hill), turn left on highway 17 south. Go five miles and turn right onto highway 196 to Hinesville. From 196, turn onto highway 84 to Hinesville, Ludowici, and Jesup. In Jesup, veer to the left (Go under railroad underpass) onto highway 301 south, which leads to the institution. The drive from Savannah is approximately 65 miles. From Jacksonville, Florida, take interstate 95 north to Brunswick, Georgia. Exit onto highway 341 north to Jesup. In Jesup, turn left (at the first traffic light) on highway 301 south, which leads to the institution. The drive from Jacksonville is approximately 100 miles; from Brunswick, approximately 40 miles.

If arriving by air, fly into Brunswick, Georgia, which is approximately 50 minutes from the institution. The airports in Savannah, Georgia, and Jacksonville, Florida, provides more flights for the traveler; however, both airports are further from the institution. There are car rentals, taxis, and limousine services available at the airports and there are two taxis services available once you reach the city of Jesup.

Upon a visitor's arrival at the institution, the front entrance officer will require proper identification. Visitors must have two forms of identification, one being a picture I.D. (i.e., driver's license or other official I.D. cards).

All visitors are to be dressed appropriately for visiting. All visitors, including children, must wear shoes at all times. All women must wear undergarments (bra, etc). The following items of clothing are inappropriate for visiting at the FCI/FSL/FPC at Jesup, Georgia: Shorts (male or female), skirts above the knee, skorts or culottes, halter tops or halter dresses, strapless dresses/tops, tank tops, wrap skirts, spandex pants, skirts, tights, sleeveless shirts, hats, military clothing (military personnel allowed), sheer blouses and/or other apparel of a revealing nature.

Visitors personal property allowed to be taken into the visiting room is as follows:

- Money with no bill denominations over \$5.00
- Comb/hair brush
- Baby bottles (must be clear plastic)
- Diapers (reasonable amount), baby powder, ointment & small blanket
- Baby Food (not to exceed 6 containers)
- Baby Clothes (one set)
- Medication (Life maintenance, i.e., heart, epileptic medication, etc. only. At the FCI/FSL, these medications will be maintained by the Visiting Room Officer. Diabetic medication and syringes are not considered life maintenance medications and will be stored securely in the lockers or the visitor's vehicle.)
- Jewelry worn in by the visitor
- Sweater/light jacket

- Reasonable amount of feminine hygiene items.

Inmate's children under sixteen (16) years of age do not have to be on an approved visiting list; however, they must be accompanied by an approved adult. Children ages sixteen (16) and seventeen (17) do not have to be accompanied by an adult; however, they must bring written approval of a parent, legal guardian or immediate family member at least 18 years of age before entering the institution.

There are **NO** authorized items that visitors may bring to give to the inmate.

The Warden has delegated the Unit Manager authority to approve special visits for immediate family members, verifiable in an inmate's Pre-Sentence Investigation Report (PSI), for the initial 30 days upon an inmate's arrival. The Chaplain may also coordinate special visits for clergy members. This section does not imply that special visits may occur during non-visiting hours.

20. VISITING - INTRA UNIT

Inmates are prohibited from entering any housing unit which is not their assigned living quarters unless. Inmates who are out-of-bounds may subject to disciplinary action.

21. WASHERS AND DRYERS

In accordance with P.S. 4500.04, Trust Fund/Warehouse/Laundry Manual, washing machines and dryers have been placed in the housing units. The machines will be used to wash inmate personal clothing. The institution Laundry will continue to wash all institutional clothing and bedding. The procedural details of the program are as follows:

Irons and ironing boards are also provided for inmate use in the housing units. The irons are maintained in the Unit Officer's station and may be checked out by an inmate with his commissary card.

22. WORK ASSIGNMENTS

All inmates who have completed Institution A&O and have been cleared by the Medical Department as medically able, will be required to work on a job. These work assignments will provide an excellent opportunity for the inmate to learn skills and positive work habits. Exceptional work performance and productive participation in correctional programs may be recognized by performance pay and meritorious good time.

- a. Work assignments will be made on an individual basis by the Unit Team/Inmate Work Group and will be based on institution need.
- b. Inmates desiring a change in jobs should submit an "Inmate Request to Staff Member" form signed by the present work supervisor releasing him and the prospective supervisor accepting him. However, all job assignments will ultimately

be based on institution need. Job changes should be requested at normal team meetings.

- c. Work supervisors may recommend inmates for performance pay through their Department Heads.
- d. Work supervisors may recommend eligible inmates for meritorious good time through the Unit Team.
- e. Correctional Counselors will obtain completed inmate work reports for use at Program Review Meetings.
- f. Inmates who have not met the educational requirements and have not received a General Equivalency Diploma (G.E.D.) may not be promoted past grade 4 pay. All inmates are encouraged to obtain their G.E.D. and to participate in other educational programs.

BUSINESS OFFICE

COMMISSARY-TRUST FUND SALES

RECEIVING INMATE FUNDS AT FCI-JESUP

The Federal Bureau of Prisons is centralizing the processing of all incoming inmate funds. This requires the establishment of a National Lockbox location. Effective October 27, 2004, all funds being sent to inmates at FCI/FSL/FPC Jesup must be sent to the National Lockbox location at the following address:

Federal Bureau of Prisons

Insert Inmate Name

Insert Inmate Register Number

Post Office Box 474701

Des Moines, Iowa 50947-0001

Customer Service Telephone Number 1-800-238-5772

The institution mail room at FCI Jesup will no longer accept funds received from outside the institution effective October 27, 2004. Any funds received after that date will be returned to the sender with specific directions on how to send the funds to the National LockBox. It is the inmate's responsibility to notify all persons who send inmate funds that they must send all funds to the National LockBox mailing address (above) and adhere to the following instructions:

Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The National LockBox can not forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.

Instruct them that they must have the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury , state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they can not be posted to the inmate's account.

1. WITHDRAWAL OF FUNDS

All requests for withdrawal of your personal funds will be completed via TruLincs and signed in front of a staff member designated for this purpose by the Chief Executive Officer; Chaplain for religious items and Unit Staff for all other items. You must sign the withdrawal form in ink. The designated staff member will then hand carry the completed withdrawal form to the appropriate approving official. After the withdrawal form has been approved, it must be hand carried by staff and delivered to an accounting employee. Processing requests for withdrawal will be performed by the accounting department.

To eliminate confusion in determining when inmates should report to the Commissary and their designated day, the following procedures will be used. The Commissary system utilizes the last two (2) numbers of the 5 digit registration number to determine the day and time you will be authorized to shop. An example of the numbers to be used are as follows:

8 5 2 6 2 - 1 3 2

In this example, the number 62 will be used to determine the day this inmate would be authorized to shop. Shopping will be determined from the following schedule at the FCI:

Days of the week: Monday Tuesday Wednesday Thursday Friday

Schedule: 00-24 25-49 50-75 76-99 Closed
(This is rotated every other quarter, every six months.)

Shopping will be determined from the following schedule at the FSL:

Days of the week: Tuesday Wednesday Thursday

Schedule: 67-99 00-33 34-66
(This is rotated every other quarter, every six months.)

Inmates at the FPC will shop on Mondays. The location for the sales is designated in the Business office warehouse.

If you have a problem in determining which day you are authorized to shop, ask a staff member for assistance or visit the Commissary.

If you should lose or misplace your Commissary card, you should notify your unit team as

soon as possible. Other concerns regarding the Commissary operations are as follows:

These procedures are implemented to alleviate long lines in the Commissary and provide equal access for all inmates. Therefore, you may shop at the Commissary Sales Unit only on your authorized day. Inmates are allowed to shop only one time per week.

Any other inmate in this area will be considered "out of bounds" and an incident report may be issued. Again, if you are not sure about the procedure, ask a staff member for assistance.

Each inmate must have his commissary list completed, his Inmate Identification Card and his nylon commissary shopping bag prior to entering the sales unit. The list shall include name and registration number, along with identification of items desired. Once you have submitted your list to the sales unit, you must remain in the sales unit until his name is called. Inmates must present their inmate account card to the Commissary Staff member when making a purchase. If an inmate is not present when his name is called, he will not be permitted to shop until his next scheduled sales day. Further, there will be no "add-ons" after the list has been turned in. All sales are final. No refunds or exchanges are authorized. You must examine your sales slip carefully before signing it and exiting the sales window. Inmates may purchase the following items in limited quantities:

Ice cream:	1 containers, any combination
Stamps:	(3 books of stamps)
Copy Cards	3 cards

An Inmate/Staff Commissary Committee has been established at FCI and FSL Jesup. The names and quarter assignments of the inmate representatives are posted on the inmate bulletin boards in the housing units. An inmate interested in consideration as a representative should submit an Inmate Request to Staff to their respective Unit Manager. Any item requested to be stocked/sold for sale should be directed to your representative or in an Inmate Request to Staff addressed to the Inmate Services Supervisor.

The cost of the debit card for use of the copying machine is \$6.50.

A. HOLIDAYS

Normally, Commissary staff will not work on holidays. In the event staff are not available on a holiday, a revised schedule will be posted in all housing units prior to the holiday.

B. ATHLETIC SHOES

A shoe purchase request must be turned into Commissary. After your name appears on the approved athletic shoe list, located in the Commissary, you may purchase your shoes on your regular scheduled shopping days.

C. SCHEDULED DAYS AND HOURS OF OPERATION

See hours of operations posted at each commissary.

D. SPECIAL HOUSING UNIT SALES

Wednesday: Approved Commissary lists will be given to inmates in the Special Housing Unit (SHU) by the SHU Officers.

Thursday: Commissary staff will pick up completed order forms and your Commissary cards in the morning and will be distributed Thursday afternoon.

E. SPENDING LIMITS

You are permitted to spend the approved Bureau of Prisons limit, currently \$290.00 per month. Stamps and medication are not included in this \$290.00 limitation. Coins are not sold at FCI/FSL/FPC Jesup; debit card sales are used in place of coins in the vending machines. A maximum of \$30.00 of these debit card sales can be purchased per week. A maximum of \$40.00 can be maintained on your inmate account card at any one time. As an example, if you have \$20.00 on your Commissary card, you can only purchase \$20.00 more of debit sales to equal the \$40.00 limitation.

F. REVALIDATION

The spending limit is reset according to the fifth digit of your register number and will be revalidated monthly.

The Commissary Sales unit will be closed for inventory the last week of December, March, June, and September. A calendar is posted in each unit indicating revalidation and shopping schedule.

G. SPECIAL PURCHASE ORDERS

It is not practical to stock all approved items of a special nature in the Trust Fund Sales Unit, such as books and athletic equipment. Requests for the purchase of these items will be authorized on an individual basis, which shall be coordinated through the Recreation Department. Special Purpose Orders will not be used to purchase athletic shoes.

All special purpose orders with a unit cost of \$100.00 or more must be approved by the Warden. Any item the vendor is unable to ship, for whatever reason (out-of-stock, wrong color, etc.) will not be back ordered. When this occurs, the order will be cancelled and returned to you with a notification of action.

H. INMATE TELEPHONE SYSTEM

Shortly after your arrival, a Phone Access Code (PAC) will be issued along with dialing instructions. Your PAC will be issued to you in a confidential manner, and you are responsible for the security of your PAC. You should never share your PAC with another inmate, as you are personally responsible for its use, or misuse. If you feel your PAC has been compromised, you should take action to get your PAC changed through your unit team. The charge for replacement of a PAC is \$5.00

Collect calls are authorized. You can call collect or debit up to 300 minutes per calendar month. Telephone calls placed on the unit telephones will be placed direct, using money transferred from an inmates' Commissary account to ITS credits.

I. LAUNDRY AND CLOTHING ISSUE

FCI LAUNDRY

Exchange - Mondays only from 0600 through 0700. One for one basis and commissary / ID card required. Exchanged items will be ready for pick-up between the hours of 1100 through 1200 the same day. All items must contain the inmate identification label of the inmate that is attempting to exchange an item of institutional clothing. Any institutional clothing item that does not contain the appropriate inmate identification label will be confiscated and no replacement for that item will be made.

Laundry services - Monday through Friday, drop off between the hours of 0600 through 0700. Items to be laundered must be placed into the inmates assigned mesh laundry bag. No personal clothing will be laundered.

Linen/Blankets - Exchanged on Tuesday only between 0600 through 0700. One for one basis only.

FSL LAUNDRY

Exchange - Tuesdays (unless otherwise posted at the FSL Laundry) only from 0600 through 0700. One for one basis and commissary / ID card required. Exchanged items will be ready for pick-up between the hours of 1100 through 1200 the same day. All items must contain the inmate identification label of the inmate that is attempting to exchange an item of institutional clothing. Any institutional clothing item that does not contain the appropriate inmate identification label will be confiscated and no replacement for that item will be made.

Laundry services - Monday, Tuesday, Thursday, and Friday, drop off between the hours of 0600 through 0700. Items to be laundered must be placed into the inmates assigned mesh laundry bag. No personal clothing will be laundered.

Linen/Blankets - Exchanged on Wednesdays only between 0600 through 0700. One for one basis only.

FPC LAUNDRY

Exchange - Wednesday only from 1300 through 1330. One for one basis and commissary / ID card required. Exchanged items will be ready for pick-up same day and time that the exchange is made. Inmates must report to the FPC Warehouse for this exchange.

Laundry services - Washers and Dryers are provided within the FPC for this service. Detergent is not provided for this service.

CORRECTIONAL SERVICES

ALCOHOL DETECTION/DRUG SURVEILLANCE

A program for alcohol and drug surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol and drug use. A positive test may result in disciplinary action.

Refusal to submit to any test may result in disciplinary action.

CONTRABAND

Contraband is defined as any item or thing not authorized for retention or issued by the institution, received through approved channels, or purchased through the Commissary or any item altered from its' intended purpose. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. You may not purchase or receive radios or any other items from another inmate. Items received in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging Government property is a violation of institutional rules and regulations and the cost of any damages may be levied against you.

COUNT PROCEDURES

Official counts are conducted at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. and 10:00 p.m. daily. Weekends and holidays will have an additional official count at 10:00 a.m. When the unit officer calls count, you will go immediately to your room, and remain in that area until the unit count is completed. The 4:00 p.m. count is a stand up count, which requires an inmate to stand by his bed. This is also true of the 10:00 a.m. count on Saturdays, Sundays, holidays, and days of holiday schedule. Make certain that you do not disrupt the count as it affects the activities of everyone housed in the institution and you may be subject to disciplinary action. Inmates will be secured in their cells for the 10:00 p.m. and the 12:01 a.m. counts. The FPC has an additional 12:00 p.m. count daily during the regular work week, Monday through Friday.

Out counts are authorized as necessary in Food Service, clothing room, UNICOR, etc. If you are assigned to a detail during the official count, you will follow the detail officer's instructions and proceed to a designated area for count.

DISCIPLINE

The inmate discipline program is designed to be efficient, to protect an individual's rights, and to provide a fair hearing. Informal resolutions of incident reports involving violations of institution rules are encouraged. When a staff member has a reasonable belief that an institution rule has been violated, the staff member may write an incident report. To facilitate due process of all inmate incident reports, there is a Unit Discipline Committee (UDC) and a Discipline Hearing Officer (DHO). The UDC, composed of unit team staff members, attempts to resolve violations in the initial hearing phase. After a finding that a prohibited act was committed, the UDC will impose sanctions. This may include restrictions of certain activities, imposition of extra duty, restriction to the unit, and/or other minor sanctions consistent with policy. The UDC may choose to refer the incident report to the DHO. If your case is referred to the DHO, you may request a staff member to represent you. The DHO, upon finding that you have committed a prohibited act, may impose sanctions consistent with Bureau of Prisons policy. These sanctions may be suspended pending a specified time period of clear conduct.

An incident report for which an inmate is found to have committed the prohibited act may affect community program participation for a specified period of time.

A summary of the disciplinary process, including the time limits involved; a list of inmate's rights and responsibilities; prohibited acts and disciplinary severity scale; a list of sanctions and severity of prohibited acts; and eligibility for restoration of withheld/forfeited statutory good time are incorporated in this handbook.

INMATE ACCOUNTABILITY

FCI and FSL Jesup utilizes controlled movement in order to maintain inmate accountability during the regular work week. Work call is at 7:40 a.m. An institution census is conducted in the morning and afternoon hours to ensure all inmates are in their assigned work area.

All movements to the recreation yard or leisure time activities for off duty inmates will be conducted from the unit on 30 minute past the hour movements for 10 minutes. These movements are monitored and any discrepancies may bring cause for disciplinary action.

SHAKEDOWNS

Any staff member may search an inmate's room to retrieve contraband or stolen property. Inmates will not be present when rooms are searched. These inspections may be unannounced and at random intervals. Staff may search an inmate at any time to control the flow of contraband and to maintain the security and orderly running of the institution.

VISITATION

FCI visiting hours are from 8:00 a.m. to 3:00 p.m., Thursday through Monday and during federal holidays. FSL visiting hours are from 8:00 am to 3:00 pm., Friday through Monday. FPC visiting are Friday 4:45 pm to 8:00 pm, Saturday through Sundays and holidays from 8:00 am to 3:00 pm. Only visitors who are on your approved visiting list will be authorized to visit, unless you receive a "Special Visit" approved by the Unit Manager.

Personal identification to include a current picture I.D. is required of your adult visitor (Driver's license, passport, etc.).

You must wear a presentable Khaki shirt, Khaki trousers, a belt and institution shoes or approved shoes sold in the Commissary. You are permitted to carry with you a comb, handkerchief, a wedding band and a religious medal worn around the neck which will be declared prior to entering the visiting room. If you are found in possession of any other clothing, you will be sent back to your room and instructed to wear the approved attire.

You will be strip searched upon entering and exiting the visiting room. Visitors may not leave money with the visiting room officer to be credited to your account. You are allowed eight (8) points per month for visiting privileges. Each weekday visit will count as one (1) point and each weekend day and holiday visit will count as two (2) points.

SHU inmates are not allowed to walk away from the designated SHU area, except to leave the visiting room and to use the restroom under staff's supervision.

FACILITIES DEPARTMENT

The Facilities Department consists of approximately 24 staff positions and approximately 250 inmates that are responsible for the upkeep and maintenance of all roads, grounds, buildings, utilities, air conditioning, construction, upkeep and maintenance.

Jobs available at the FCI are:

Paint Shop	1 detail
Electric Shop	1 detail
Maintenance Shops	2 details
Landscape Detail	1 detail
Pipefitting Shop	1 detail
HVAC Shop	1 detail
Plumbing Shop	1 detail

Jobs available at the FSL are:

Maintenance Shop	1 detail
Landscape Detail	1 detail
Electric Shop	1 detail

Jobs available at the FPC are:

Garage	1 detail
Landscape	1 detail
Welding	1 detail
Powerhouse	1 detail

Work hours are from 7:40 a.m. to 11:00 a.m. and from 11:40 a.m. to 3:45 p.m.

Pay grades are as follows:

Grade 1	.40 per hour
Grade 2	.29 per hour
Grade 3	.17 per hour
Grade 4	.12 per hour
Maintenance Pay	\$5.25 per month

Do not attempt any repairs without the assistance of facilities. Keep the windows and doors closed and air conditioning turned off when space not in use.

Safety talks are conducted and training on the proper use of all equipment prior to use by their supervisor.

If repairs are needed in your room, see the Unit officer who will complete a Work Request.

FOOD SERVICE

You are provided nutritious meals. Self-service meal operations for general population inmates may include salad bars and the Common Fare diet. Specific procedures for Common Fare vary from institution to institution. See the Chaplain if you are interested in the Common Fare diet.

The following hours of operations and procedures are outlined: The Food Service Department will provide three (3) meals daily for the inmate population.

During the serving of the noon meal, inmates are not authorized to bring or take any personal items into the Dining Hall. No cups, spices, containers, radios, or personal items will be authorized.

BREAKFAST The breakfast meal will be served from 6:00 a.m. until 7:00 a.m. or ten minutes after the Lieutenant on duty has instructed the Control Center Officer to announce "Last Call."

LUNCH The lunch meal will be served Monday through Friday from 11:00 a.m. until 12:00 noon or ten minutes after the Lieutenant on duty has instructed the Control Center Officer to announce "Last Call."

DINNER The dinner meal will be served immediately after the 4:00 p.m. count has cleared and will continue until all housing units have been called. The housing units will be called by rotation determined by the weekly sanitation scores.

BRUNCH On Saturdays, Sundays and holidays, a brunch meal will be served in lieu of the regular breakfast and lunch meal. The meal will start at 10:30 a. m. after the count has cleared and will run until 11:30 a.m. or ten minutes after the Lieutenant on duty has instructed the Control Center Officer to announce "Last Call."

COFFEE HOUR On Saturdays, Sunday and holidays, coffee hour will be served between 7:00 a.m. and 8:00 a.m. or ten minutes after the Lieutenant has instructed the Control Center Officer to announce "Last Call."

CORRECTIONAL SYSTEM OFFICE

MAIL ROOM

You may mail certified correspondence and weigh oversized envelopes, etc., at the Records office, Tuesday and Thursday only, between 11:00 a.m. and 12:00 noon, excluding holidays. Problems concerning the mail room may be addressed by utilizing an "Inmate Request to Staff Member" or attending the Mail Room Open House on Tuesday and Thursday only, from 11:00 a.m. to 12:00 noon. You may be subject to disciplinary action for violating FCI Jesup's mail procedures.

At all Bureau institutions, an inmate may receive hardcover publications and newspapers only from the publisher, from a book club, or from a bookstore.

The sender's address shall be clearly identified on the outside of the package.

At medium security, high security, and administrative institutions, an inmate may receive soft-cover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from publisher, from a book club, or from a bookstore.

At minimum security and low security institutions, an inmate may receive soft-cover publications (other than newspapers) from any source.

Inmate to inmate correspondence (including Federal, State, Local and Half-Way facilities) is prohibited unless it is authorized in writing. Permission to correspond may be initiated through the Unit Team. Permission for inmates to correspond is usually limited to immediate family members and co-defendants with on-going litigation.

Inmate packages are usually limited to the receipt of release clothing and must be approved in advance. You may initiate package authorizations through your Unit Team. The address at this facility is as follows:

Your committed name
Registration Number, Housing Unit
Federal Correctional Institution
2680 Highway 301 South
Jesup, Georgia 31599

All outgoing inmate correspondence must have postage on it. All outgoing general correspondence must be sent out unsealed (FCI inmates only). Special Mail can be sent out sealed, but must be placed in the Special Mail depository located on the compound. All outgoing inmate mail must have your name and registration number on the upper left corner of the envelope.

SPECIAL MAIL

Inmates must deliver their own outgoing legal/special mail directly to the hands of mail room staff for further processing. FCI mail room staff will receive legal/special mail during open house hours Tuesday through Thursday from 11:00 A.M. to 12 P.M., and Monday and Friday during work call. FSL mail room staff will receive legal/special mail Monday through Friday from 7:30 A.M. to 8:00 A.M. Mail room staff will be at the Camp Monday through Friday from 7:15 A.M. until 7:30 A.M. to receive legal/special mail. Staff receiving the legal/special mail must immediately confirm that the inmate delivering it is the same inmate reflected in the return address. Inmates may seal their legal/special mail before submitting it directly to staff. Outgoing mail for inmates in the Special Housing Unit will be left unsealed and given to the Special Housing Officer. Inmates may seal their outgoing legal/special mail prior to delivering it to the Special Housing Unit Officer. The Special Housing Unit Officer must confirm that the inmate delivering it is the same inmate reflected in the return address. The mail from the Special Housing Unit will be collected

by mail room staff daily for processing. Outgoing legal/special mail submitted without an accurate return address will not be further processed, but rather returned immediately to the inmate. Inmates attempting to send outgoing legal/special mail under another inmate's return address should be considered for disciplinary action.

Outgoing *legal/special* mail weighing 16 ounces or more will be processed as a package. This will require the use of Form BP-329, Request - Authorization to Mail Inmate Package. Inmates may seal their outgoing *legal/special* mail before submitting directly to the counselor or other available unit team members. The mail will not be opened unless contraband is apparent as a result of electronic scanning. All outgoing *legal/special* mail is subject to scanning by electronic means, including but not limited to, x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing *legal/special* mail by these methods may occur outside the inmate's presence. Electronic scanning is for the sole purpose of identifying harmful materials, and cannot be used to read or review the content of the outgoing *legal/special* mail communication. Confiscated outgoing *legal/special* mail should not be read by staff, and inmates must be informed as soon as possible of its disposition.

RECEIVING AND DISCHARGE

Receiving and Discharge, R&D, is out of bounds unless you have been specifically called for or placed on Call-Out. Problems concerning R & D can be resolved by submitting an "Inmate Request to Staff Member" or attending Open House, Tuesday and Thursday only, from 11:00 a.m. to 12:00 noon. Commissary Cards will be made only during Open House hours.

RECORDS OFFICE

The Records office is out of bounds unless you have been specifically called for or placed on Call-Out. Individual commitments (except for violators) will usually receive a sentence computation within 30 days of arrival. Inmates who have transferred from other Bureau facilities will not receive a new sentence computation. Inmates requesting an additional copy of their sentence computation may request one from their Unit Team. Questions concerning the Records office may be addressed by using an "Inmate Request to Staff Member" or by attending the Records Office Open House for FCI inmates only on Wednesdays from 11:00 a.m. to 12:00 noon. Supervisory Correctional Systems staff will be available to the Low inmate population during the Noon meal on Tuesdays and Thursdays. Inmates at the FPC will address concerns using a Inmate request to staff.

INMATE PERSONAL PROPERTY

Authorized personal property is listed in the Institutional Supplement Inmate Personal Property.

RADIOS AND WATCHES

You may not own or possess more than one approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding locally established limits, usually in the

\$50.00 range. Radios with a working tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's name and registration number. Only walkman-type radios are permitted, and headphones are required at all times. While an inmate is in holdover status, he may not purchase, own or possess a radio or watch. You may not give or receive any items of value to or from another inmate; i.e., radio, watch, sneakers, and Commissary items.

LEGAL SERVICES

1. ATTORNEY VISITS

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from attorneys can be arranged at other times, based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring but not audio monitoring.

2. ATTORNEY PHONE CALLS

In order to make unmonitored phone calls between an attorney and an inmate, the inmate must follow procedures established by the institution. Phone calls placed on the regular inmate phones are subject to monitoring.

3. LAW LIBRARY

The law library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reported, Supreme Court Reporter, Bureau of Prisons Program Statements and Institution Supplements, Indexes and other legal materials. The law library is open during convenient non-working hours, and the weekend. An inmate law library clerk is available for legal research assistance. Legal materials are also available to inmates housed in the Special Housing Unit, ordinarily via delivery system.

4. ADMINISTRATIVE REMEDY

You have the right to appeal the decision of the UDC or other staff decisions, actions or inactions by use of the BP-9 Form, Inmate's Request for Administrative Remedy. This form may be obtained from your Counselor. These forms are for the appeal process to the Warden resolving formally any problems you may have been unable to resolve informally.

SHU inmate may use pencil to fill out BP-8 and BP-9's.

Your Counselor will endeavor to resolve your complaint, if possible. If any complaint cannot be resolved informally and you wish to utilize the administrative remedy process, your Counselor will assist you.

HEALTH SERVICES

POLICY:

It is the policy of the Federal Correctional Institution, Jesup, Georgia, that all inmates who wish to attend sick call should be allowed to do so. When requesting services from the Health Services Department, you are required to present your commissary card for identification purposes.

AVAILABILITY:

Sick call sign up is conducted on Monday, Tuesday, Thursday, and Friday, excluding Holidays. You must bring your Commissary (identification) card when requesting an appointment.

Sick call sign-up times during normal operations:

FPC: Sign up will be from 06:00-06:30. You must present a sick call sign-up for with your complaint/ reason for your sick call request. Dental sick call sign-up will only be on Wednesday's.

FSL: Sign up will be from 06:00-06:30. You must present a sick call sign-up for with your complaint/ reason for your sick call request. Dental sick call sign-up will only be on Tuesday and Thursday.

FCI: During the 2:30 move for the general population and a special move at 3pm for UNICOR Workers. You must present a sick call sign-up for with your complaint/ reason for your sick call request.

EMERGENCIES WILL BE SEEN AT ANY TIME!

If you should become injured or ill while on the job, you **MUST** notify your Detail Supervisor. If you should become injured or ill after clinic hours, you **MUST** notify your Unit Officer. Staff will contact the available Health Services staff for further directions concerning an emergency evaluation.

CLINIC APPOINTMENTS (CALL OUTS):

If you should be scheduled for a clinic appointment, it will be your responsibility to be in the clinic on time. All call outs are scheduled to coincide with the controlled moves. Missed clinic appointments may be cause for disciplinary action.

You must have a clinic appointment or call out to report to the Health Services Unit, otherwise you will be considered out of bounds.

INMATE COPAYMENT PROGRAM:

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and FCI/FSL/FPC JESUP, GA must provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

- A. Application:** The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient

status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, for visits that you request on an emergency basis, that after your evaluation it is determined that your visit was for a non-emergent medical condition.
3. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals, to include;
 - a. Blood pressure monitoring
 - b. Glucose monitoring
 - c. Chronic care clinic visits
 - d. TB skin testing
 - e. Vaccinations
 - f. Wound care
 - g. Patient education
2. Health Care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

D. Indigency: An indigent inmate is an inmate who has a trust fund account

balance of \$6.00 or less for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account. Health services staff does not determine your indigent status.

If you are NOT indigent, but you do not have sufficient funds to pay the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

- E. Complaints:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

INTAKE SCREENING:

Upon your arrival at FCI Jesup, you will be interviewed by a member of the Health Services staff. It is imperative that you cooperate with them in supplying all requested medical data. If you are on maintenance medications, these will be continued until you can be evaluated by the Physician or MLP.

Those individuals who require long-term chronic care which cannot be provided at this facility, will be referred to one of the Federal Medical Centers.

PHYSICAL EXAMINATIONS:

A physical examination will be completed within 14 days of your arrival. If you have transferred from another institution and a current physical examination is in your medical record, this will not be repeated. You will be assigned a medical duty status and be cleared for work at the time of your physical examination (or chart review).

Periodic health examinations will be provided based upon your individual risk factors. To request a periodic health examination, you will need to report to sick call for an appointment with an MLP. During your appointment with the MLP, your risk factors will be discussed, and a focused exam will be performed as necessary.

If you refuse any medical screening for communicable diseases, you will be placed in Administrative Detention until all requirements have been completed.

PILL LINE:

All prescriptions will be picked up at the pharmacy window. The evening pill line at the FPC will be the only time to pick-up prescription refills for the FPC. During the 2:30pm move at the FCI and FSL, you will be able to report to the pharmacy window to pick-up your prescription refills. UNICOR workers will be allowed to pick-up their medication refills during the 3:30pm recall move at the FCI. If you are on any restricted medications, the pharmacist or provider will advise you of the times and method of receiving your medications. You are required to bring your inmate commissary card with you to pick-up any medications, pill line or self-carry.

Over-the-counter medications (Aspirin, Tylenol, Ibuprofen (Motrin), Zantac, Maalox, Ben-Gay, Anti-fungal creams, etc.) are available for purchase in the Commissary. Any

inmate who is indigent, as defined above, can request them through routine sick call. They can be prescribed if medically necessary, and there is a monthly limit on OTC items available from the pharmacy. If you are not indigent, you will be required to purchase over-the-counter medication from the commissary in accordance with the Over-the-Counter Program Statement (P.S. 6541.02, November 11, 2004).

DENTAL SERVICES:

Dental sick call sign up is held at the same time as medical sick call at the FCI and on Tuesdays and Thursdays during regular sick-call sign-up at the FSL.

All inmates arriving at the institution will receive a routine dental examination upon arrival, if not already completed at another institution. In order to receive routine dental care or cleaning, you must submit a cop-out to the Dental Clinic and will be placed on the waiting list.

If you should develop a "dental emergency", inform your detail supervisor or unit officer and arrangements will be made to have you evaluated.

HIV:

There is an increased personal risk factor of being exposed to the Human Immunodeficiency Virus by behavior which includes: IV drug use, tattooing, and homosexual behavior. You are discouraged from engaging in such activities. All inmates who have engaged in any of these high risk behaviors are encouraged to have an HIV test performed. This can be requested during your physical examination or on routine sick call. All inmates must have an HIV test prior to release or any community activity; i.e. community corrections center. You may only request one HIV test per year.

MEDICAL RECORDS REVIEW OR COPIES:

Any inmate wishing to review or have copies made of his medical record should submit a cop-out to the Medical Records Office. You will be advised of any other action that you must take or the time frame in which this will occur. You will be placed on call-out to receive copies of your medical records.

FEDERAL BUREAU OF PRISONS HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights and you also accept the responsibility to respect the basic human rights of your health care providers.

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health services include sick call, dental sick call and all support services. Sick call at this institution is conducted on Monday, Tuesday, Thursday, and Friday.
2. You have the right to know the name and professional status of your health care providers. You have the right to be treated with respect, consideration, and dignity.

3. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team, and the Warden.
4. You have the right to be offered a "Living Will," or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community or the Bureau of Prisons.
5. You have the right to be provided with information regarding your diagnosis.
6. You have the right to obtain copies of certain release able portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a physical examination, as defined by Bureau policy. If you are under the age of 50, once every two years; over the age of 50, once a year.
13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care, and routine care.
14. You have the right to a safe, clean, and healthy environment, including smoke free-living areas.
15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your

institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.

2. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
4. You have the responsibility to provide to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential. You have the responsibility to treat staff in the same manner.
6. You have the responsibility of being familiar with the current policy to obtain these records.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility to maintain your health and not to endanger self yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
9. You have the responsibility to communicate with your health care provider regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions.
10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthily and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to be counseled regarding the possible ill effects that

may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

PSYCHOLOGY

Psychology Staff Members:

The Psychology Department consists of three psychologists (the Chief, the R-DAP Coordinator and the DAP Psychologist), three Drug Treatment Specialists and one Secretary. A psychiatrist is contracted by Health Services one day/month. Psychiatrists differ from Psychologists in that they possess medical degrees and can prescribe medication, but are not trained in psychological testing. Their function is to assess the need for antidepressant, anti-anxiety, or anti-psychotic medications when necessary.

Department Locations, and Office Hours:

FCI Psychology Services is in the Psychology/Chapel complex with offices midway between Education and Religious Services.

Psychology Services are available Monday through Friday from 7:30 A.M. until 3:30 P.M. Individual appointments are scheduled by call-out. Inmates are required to check the call-out daily, and if scheduled for an appointment, are required report to the Psychology Department.

To contact the Psychology Department for services: [1] Use the Inmate Request to Staff member form ("cop-out"). A copy will be returned to you, stating how your request will be handled, or [2] Come by the Psychology Department during Open House hours which are: FCI - Wednesday 11:00 a.m. to noon, Tuesday and Thursday at mainline; FSL - at mainline Monday - Friday; SCP - Psychology staff are available by appointment via cop-out request and at mainline on Tuesday. Additionally, regular office hours are on Tuesday, after mainline.

Referrals

Self Referrals - For an inmate to self-refer to the Psychology Department, they must fill out an Inmate Request to Staff (cop-out), addressed to the Psychology Department or psychology staff, and place it in the drop box in the unit, or bring it to Psychology Services staff. In emergency situations, inmates should notify any staff member that they require immediate attention so that staff can contact Psychology Services.

Referrals by Staff - When a staff member believes that an inmate will benefit from psychological counseling or intervention, the staff member may refer that inmate to the Psychology Services Department. Counseling is usually on a voluntary basis; however, in situations where the inmate poses a risk to himself, others, or the safety and security of the institution, psychology staff will take steps to ensure the safety of the inmate and others.

Other Referrals - Inmates also may observe unusual behavior in other inmates that signal the need for a psychological intervention. In these cases, inmates are encouraged to inform staff so that the identified individual may receive the necessary assistance.

Services Provided by the Psychology Department

- ◆ *Intake Screening* - All inmates must complete a Psychology Services Intake Questionnaire (PSIQ) upon arrival. Inmates will be interviewed to gather information and assess their current functioning and need for programming, if necessary.
- ◆ *Crisis Intervention* - Psychologists are available to see inmates who are experiencing acute signs of distress.
- ◆ *Individual Counseling* - counseling on a one-on-one basis is available for a limited number of inmates who are experiencing difficulties which can only be addressed in this manner.
- ◆ *Medication Management* - inmates who are prescribed a psychotropic medication will normally be required to be seen by psychology services for a periodic “check-up” regarding medication compliance.
- ◆ *Court Ordered Evaluations* - Segregation Evaluations - Parole Evaluations.
- ◆ *Group Counseling* - The Psychology Department provides educational groups that address special concerns faced by inmates. These Personal Development Programs include the following self-help groups:

AIDS Awareness
Alcoholics Anonymous/Narcotics Anonymous
Anger Management
Building Relationships
Commitment to Change
Communication Skills
Drug Awareness
Hatha Yoga
Living Free
Making Healthy Choices
Managing Your Money
Managing Diabetes
Silva Meditation
Smoking Cessation
Stress Management

A calendar of self-help groups being offered during the year is posted on the Psychology bulletin boards and on the bulletin boards in the units. Most self-help groups last for 10 weeks and meet for 1 hour, one day per week. All classes are not offered at one time, however, some classes are always available.

Drug Abuse Treatment Programs

- ◆ *Drug Abuse Education* - FCI, FSL & SCP Jesup have an active Drug Abuse Education Program. This program is designed to meet the needs of inmates

who used or abused drugs and alcohol prior to incarceration and whose charge resulted from drug use or abuse. Some inmates *may be required to participate* in the Drug Education Program. Additionally, this program may be beneficial to those who deal with drug addicted family members or friends. Inmates interested in volunteering for Drug Abuse Education need to submit a Request to Staff Member form to the R-DAP Coordinator.

Sanctions: Inmates who are required to complete Drug Education and who refuse to participate, withdraw, are expelled or otherwise fail to meet attendance and examination requirements will be held at the lowest pay grade within the institution and will be ineligible for community programs.

- ◆ *Non -Residential Drug Program* - Non-Residential Drug Treatment is available to inmates with past and/or present substance abuse problems. Inmates who have graduated from institution Residential Drug Abuse Programs will receive their *required* monthly institutional Follow-Up (formerly known as Transitional Services) through the Non-Residential Drug Abuse Treatment Program. However, inmates interested in *volunteering* for the Non-Residential Drug Abuse Treatment program should submit a Request to Staff Member form to the R-DAP Coordinator.

Those inmates with insufficient time left to participate in the Residential Program and inmates who have lengthy sentences remaining to serve are strongly encouraged to participate in order to 1) satisfy judge recommendations, 2) stay busy and productive, 3) gain insight and skills prior to entering the Residential Program, 4) satisfy unit team and Drug Abuse Program Coordinator recommendations, and, most importantly, 5) address your problems with alcohol and/or drugs. These small volunteer groups will meet for no less than once per week for 12 weeks and are designed to provide introductory and basic drug abuse treatment, not just drug education.

- ◆ *Residential Drug Abuse Treatment* - Residential Drug Abuse Treatment is available at selected Bureau of Prisons facilities including FSL Jesup. This program consists of a course of individual and group activities provided by a drug abuse treatment team in a specialized housing unit. The program runs for a minimum of 500 hours over a 10 month period. Inmates enrolled in this program are required to complete transitional services in a community-based program or in a BOP institution. Inmates who meet the criteria for the program will be transferred to one of the following institutions appropriate to their security level within the Southeast region:

FPC Edgefield.....	Minimum Security Male
FPC Eglin.	Minimum Security Male
FPC Miami..	Minimum Security Male
FPC Montgomery.	Minimum Security Male
FPC Talladega.	Minimum Security Male
FSL Coleman.	Low Security Male

FSL Jesup..... Low Security Male
FCI Marianna..... Medium Security Male

To be eligible for this program must inmates must meet requirements for the program and have a *documented* drug use history, and a *diagnosis by Drug Treatment Staff* of a substance abuse problem. Inmates interested in this program should send an Inmate Request to Staff Member to the R-DAP-Coordinator.

Incentives: Certain inmates may be eligible for six-month CCC placement and a sentence reduction of up to 12 months upon successful completion of RDAP and community transitional services. This only applies to inmates who have no violent instant or prior offenses, and who meet eligibility requirements according to Policy Statement 5330.10.

(Please note that the current average amount of early release time that inmates are receiving through-out the BOP is 8 months.)

Psychology staff and Unit Staff do not participate in inmate transfers to other institutions for the purpose of maximizing an inmate's early release benefits. Psychology staff make every effort to ensure that any inmate requesting drug treatment receive drug treatment appropriate to his individual needs and circumstances.

Psychology Treatment Programs

Some BOP institutions offer Psychology Treatment Programs which are similar to the Residential Drug Abuse Treatment Program but focus on different topics or issues. Examples are the CODE Program, the Values Program, and the Brave Program, and Habilitation Program which focus on topics such as adjustment to incarceration and ethical development. None of these programs are available at FCI/FSL/SCP Jesup. However, you may be eligible to transfer to another facility if you qualify for one of these programs. If you would like more information about any of these programs, please submit a cop-out to psychology services.

Suicide Prevention

It is not uncommon for people to experience depression and hopelessness while they are in jail or prison, particularly if they are newly incarcerated, are serving long sentences, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the losses they have suffered and pressure they are under. Staff are trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression, PLEASE alert a staff member right away. Depression is manifested as sadness, tearfulness, lack of enjoyment in usual activities, withdrawal (staying away from others, reducing or refusing phone calls/visits), feelings of worthlessness, self-reproach, or hopelessness (giving away possessions, stating "there is nothing to live for"). Your input

can save a life.

Suicide Watch Companions

The Psychology Department has a unique opportunity for a small number of qualified inmates to act as suicide companions. These inmates will be trained by the psychology staff in appropriate suicide watch procedures, in addition to special training in interpersonal communication skills and information related to suicide prevention. Inmates interested in being interviewed for the Inmate Suicide Watch Companion Team must submit an Inmate Request to Staff to the Psychology Department.

Sexual Abuse/Assault Prevention and Intervention Program

U. S. Department of Justice

Federal Bureau of Prisons

Sexually Abusive Behavior Prevention and Intervention

An Overview for Offenders

May 2005

Your Right to be Safe from Sexually Abusive Behavior

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

Your Role in Preventing Sexually Abusive Behavior

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- # Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- # Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- # Do not accept an offer from another inmate to be your protector.
- # Find a staff member with whom you feel comfortable discussing your fears and concerns.
- # Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- # Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- # Stay in well lit areas of the institution.
- # Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- # Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What to do if you are Afraid or Feel Threatened

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

What to do if you are Sexually Assaulted

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexually Abusive Behavior

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General

P. O. Box 27606

Washington, D.C. 20530

Code 101/(A): Sexual Assault

Code 205/(A): Engaging in a Sex Act

Code 206/(A): Making a Sexual Proposal

Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex

Code 300/(A): Indecent Exposure

Code 404/(A): Using Abusive or Obscene Language

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

Management Program for Assailants

Those who sexually abuse/assault others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling

of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. **Sexual Assault with an Object**: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE**: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

c. **Sexual Fondling**: the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

Contact Offices

U.S. Department of Justice

Office of the Inspector General

950 Pennsylvania Avenue, NW Suite 4322

Washington, D.C. 20530-0001

Central Office

Federal Bureau of Prisons

320 First Street, NW

Washington, D.C. 20534

Mid-Atlantic Regional Office

10010 Junction Drive, Suite 100-N

Annapolis Junction, Maryland 20701

North Central Regional Office

Gateway Complex Tower II, 8th Floor

400 State Avenue

Kansas City, KS 66101-2492

Northeast Regional Office

U.S. Customs House, 7th Floor

2nd and Chestnut Streets

Philadelphia, Pennsylvania 19106

South Central Regional Office

4211 Cedar Springs Road, Suite 300

Dallas, Texas 75219

Southeast Regional Office

3800 North Camp Creek Parkway, SW

Building 2000

Atlanta, GA 30331-5099
Western Regional Office
7950 Dublin Boulevard, 3rd Floor
Dublin, California 94568

Smoking Cessation

There are Smoking Cessation Self Help Programs available at FCI/FSL/SCP Jesup. The program consists of both Self Help Groups and Nicotine Replacement Therapy (NRT). The program addresses both psychological and physical aspects of smoking cessation. The Smoking Cessation Self Help Groups are usually Counselor led, usually last 10- 12 weeks, and focus on recovery from nicotine addiction. The group incorporates information about stress management, physical activity, exercise, nutrition and nicotine replacement therapy (NRT). NRT is currently available to inmates in the form of nicotine patches.

Inmates seeking enrollment to the Smoking Cessation Self Help Group need to submit an Inmate Request for Services form to either the Self Help Group Leader. Each group will have no more than 20 participants at a time and will be scheduled according to the Release Preparation Groups schedule, published yearly.

Inmates who wish to purchase Nicotine Replacement Therapy (NRT) should request a Medical Clearance to purchase the patches via a Request to Staff Member form. Inmates making this request will then be scheduled in Medical Services. Inmates must obtain Medical Services approval prior to initiating use of the patches and receive medical information concerning the use and safety of the patches. Medical Services staff will provide a Medical Clearance Certificate to inmates who meet the health requirements to use NRT. Inmates must present an original Certificate (no photocopies) to Commissary staff in order to purchase patches.

Commissary staff are authorized to sell one, two-week supply of NRT, in the dosage amounts and according to the time limits noted by Medical staff on the Medical Clearance Certificate.

EDUCATION

The Bureau of Prison requires that inmates confined at a Federal Correctional Institution who do not have a General Education Development Diploma (GED) or a high school diploma must make an effort to obtain their GED's while incarcerated, (Program Statement 5350.28, dated December 1, 2003.)

The 1994 Violent Crime Control and Law Enforcement Act (P.L. 103-32) mandates that an inmate, with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate and make satisfactory progress in the literacy program in order to vest earned Good Conduct Time (GCT). The 1995 Prison Litigation Reform Act (P.L.104-134, April 24, 1996) provides that in making GCT awards, the Bureau shall consider whether inmates have earned or are making satisfactory progress towards attainment of a GED credential.

The incentive awards include the following:

1. Twenty-five dollars will be awarded to the students completing the GED and/or the

ESL program. Inmates in FRP refusal status, at the time of the completion, will forfeit the incentive. In the event of budgetary constraints, other consumables may be awarded.

Students completing Pre-GED at the 8th grade achievement level, as measured by the Test of Adult Basic Education or the Adult Basic Level Examination, may receive a cash award, consumable or certificate as an incentive. Inmates completing the Life Skills program are also eligible for an incentive.

GED/ESL.

1. An awards ceremony will be scheduled annually. Certificates will be awarded for completion of programs and special achievements will also be recognized at this time.
2. The student with the highest GED score will be recognized during Graduation.
3. "Student of the Month" will be selected monthly, and will have their names posted in the hallway of the Education Department for the month identified. Nominees for the award will be made monthly to the Supervisor of Education, the decision will be based on the written recommendation of the teacher, the student's attitude, and his behavior. This award is open to all students in all classes.
4. Pre-GED completions (8th grade attainment as measured by the Adult Basic Level Examination) may result in a \$5.00 award.

All inmates will be interviewed by the Education Department Representative and those without verified documentation of a GED or high school diploma will be scheduled for placement testing. All inmate participants will work closely with their Education Unit Team Representative, who will monitor each inmate's education progress.

The GED program offered at FCI/FSL/FPC Jesup is distinguished by its strong commitment to individualized instruction and its consistently high GED pass rate. Special emphasis is placed on meeting the educational needs of each student.

FCI/FSL/FPC Jesup Education Department offers a Pre-Release Course which is designed to assist the inmate with project release or halfway house placement date eighteen months or less. English as a Second Language (ESL) is offered to facilitate the learning of English by inmates who are not English speakers. Pursuant to the Crime Control Act of 1990, 18 U.S.C. Section 3624 (f), which states inmates with limited proficiency in English who are confined in the Federal Prison System are required to attend an ESL program until they are able to function at the equivalency of the 8th grade level in recognized competency skills.

FCI/FSL Jesup Education Department offers a variety of courses for self-improvement. Inmates may enroll, or gain specific information about any courses, by speaking with the Adult Continuing Education Coordinator in the Education Department. Prior to the start of these courses, notices will be posted in the Education Department. Commercial Driver's License (CDL) course will teach the basics in order to obtain a license. The Commercial Motor Vehicle Safety Act of 1986 established standards which require commercial motor vehicle drivers to obtain a standardized Commercial Driver's License (CDL). Legal Research, Writing and Analysis Program has been designed to examine the major components of legal research. Spanish I assist for non-Spanish speaking students in learning a second language. Family Budgeting is formatted to teach you how to

effectively handle your money and make a budget. Resume Writing provides information how to write a successful resume in order to assist students in obtaining employment upon release. The Parenting Program provides inmates with practical knowledge that will meet the challenges of raising children today. Parenting classes are grouped, focused and directed toward providing inmates with insight relating to the acquisition of effective way to communicate and relate to their children and their families in general.

FCI/FSL/FPC Jesup offers a broad assortment of college correspondence courses to the inmate population. Inmates must have their courses approved through the Supervisor of Education and the ACE Coordinator before enrollment. The College Coordinator has available literature and course catalogs from several accredited colleges that define course offerings and cost. The Education Department provides proctoring services. The Apprenticeship Program is registered with the United States Department of Labor. Apprenticeship training is learning a skill under a journeyman. The length of training varies in hours (2,000 - 8,000 hours) depending on the type of program. This training can be satisfied through classroom instruction, correspondence courses, Ace courses, or technical instruction through a supervisor that has been approved by the Supervisor of Education.

Altamaha Technical College (ATC), through the FCI/FSL Jesup Education Department, offers a wide variety of educational courses designed to develop academic and occupational skills. Two types of credentials are available, offering either a diploma, or a certificate upon completion of these programs. The FCI offers Commercial Wiring, Air Conditioning Technology (HVAC), Business and Office Technology, and Culinary Arts. These courses require a High School Diploma or a GED to participate in these programs. The FSL offers either a diploma or a certificate for the Carpentry Program. A certificate is offered for the Computer Technology at the FSL.

RELIGIOUS SERVICES

The Religious Services Department at FCI-Jesup will attempt to provide inmates of all faiths with reasonable and equitable opportunities to pursue their individual belief, within the constraints of budgetary limitations and the security and orderly running of the institution. The Religious Department is staffed by both full-time and contract chaplains. The Chaplains are available upon request to provide pastoral care, counseling, religious education and instruction. Volunteers from the nearby communities augment and supplement the institutional religious services staff.

Requests concerning pastoral visits, the retention of religious property and personal religious items, the observance of religious holidays, the religious diet program and other specific requests of a religious nature should be submitted to the Religious Services Department on an "Inmate Request to Staff Member" form.

The chapel facility does contain a religious library where inmates may use religious reference material and obtain some religious devotional and other reading material. This library also has a supply of video and audio tapes which can be used in the Chapel area only.

The religious program and activity schedule and chaplain's duty schedules are posted in

each unit and in the Chapel.

SAFETY

The following is a list of safety regulations that each inmate should be familiar with:

Job Orientation

Prior to a work assignment you will receive Job Orientation, work safety training and an overview of the Hazardous Communication Program, explaining the use of MSDS and handling of potentially dangerous materials.

- a. It is the requirement of each inmate worker to use the safety equipment issued to protect him against physical injury and/or health hazards. You must wear all required personal protective equipment, such as goggles, safety shoes, aprons, arm guards, hard hats and respirators before you begin an operation.
- b. You must wear safety goggles and all safety equipment when performing any grinding, chiseling, filing or chipping operation.
- c. Hearing protection must be worn on all work stations designated as high noise level areas.
- d. Gym shoes are not allowed on any work assignment, except as specified in the Grooming and Personal Protective Equipment Institution Supplement.
- e. Report all safety hazards immediately to your supervisor. Do not continue to work in an area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the fact should be reported to the institution Safety Manager as soon as possible.
- f. You will only perform work that is assigned to you. Operating machines, equipment or performing any operation that has not been specifically assigned is prohibited and will result in disciplinary action. You must be specially trained on any equipment you are assigned to operate. Operating equipment without using the safety guards provided, or removal of the safety guards, is strictly prohibited and will be grounds for disciplinary action.
- g. The fabrication or repair of personal items on government equipment, except when authorized in the hobby shop, is against safety regulations.
- h. Do not try to adjust, oil, clean, repair or perform any maintenance on any machine while in motion. Stop the machine first and use the lock-out/tag-out devices at all times before any equipment is repaired or cleaned.
- i. Do not lift weights at recreation until authorized by medical staff. Safety shoes are recommended while lifting weights.
- j. Do not ride on the draw bars of landscape or institution mowers and tractors. The operator is the only person authorized to ride on a tractor, forklift or tow vehicle.

- k. Do not stand up on moving vehicles. Sit on the seats as provided and keep the chains in the back of the vehicles in place. No one is authorized to ride on the back of any vehicle. All vehicle occupants must have a seat and a seat belt.
- l. If you are injured while performing your assigned duties you will immediately report such injury to their work supervisor (staff member). Failure to report a work injury to your supervisor within a maximum of 48 hours may disqualify you for eligibility for loss time, wages or compensation.
- m. It is the responsibility of each inmate worker to exercise care, cooperation and common sense in conducting his assigned work. Horseplay on the job will not be tolerated at any time.

Inmate Compensation Procedures:

Any inmate who sustains a work injury and still retains some degree of impairment at the time of release should contact the Safety Manager not less than 30 days prior to release or transfer to a community corrections center, for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.

FIRE PREVENTION AND CONTROL

Fire prevention and safety are everyone's responsibility. You are required to report fires to the nearest staff member, so property and lives can be protected. Piles of paper or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals. Fire drills will be randomly conducted.

ANIMAL AWARENESS

Inmates are advised not to feed, pet, handle, or harass any animals. Such behavior may result in disciplinary action.

SUMMARY OF DISCIPLINARY SYSTEM
TABLE 1

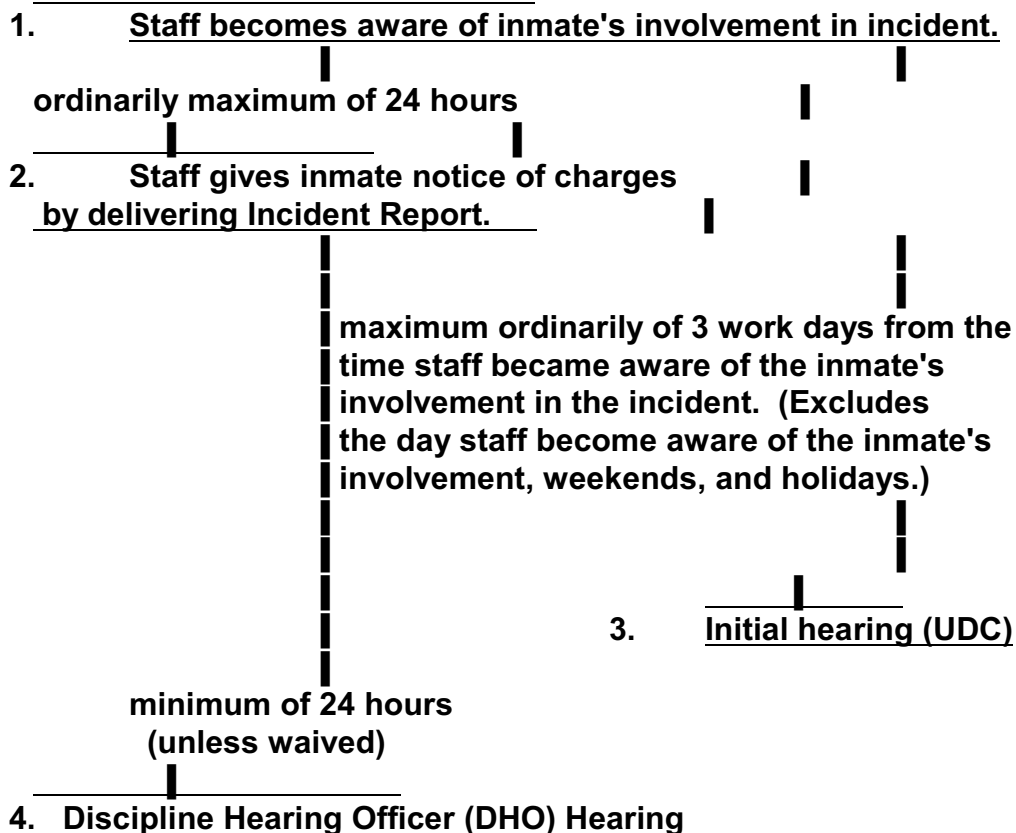
PROCEDURES		DISPOSITIONS	
1.	Incident involving possible commission of prohibited act. ↕	→	Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.
2.	Staff prepares Incident Report and forwards it to the Lieutenant. ↕	→	Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally, or drop the charges.
3.	Appointment of investigator who conducts investigation and forwards material to the Unit Discipline Committee. ↕		
4.	Initial hearing before the Unit Discipline Committee. ↕	→	Unit Discipline Committee may drop or resolve informally any moderate or low moderate charge, impose allowable sanctions or refer to the Discipline Hearing Officer.

5.	Hearing before Discipline Hearing Officer. ↑↓	→	The Discipline Hearing Officer may impose allowable sanctions or drop the charges.
6.	Appeals through the Administrative Remedy procedure.	→	The appropriate reviewing official (the Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

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[TIME LIMITS IN DISCIPLINARY PROCESS]

TABLE 2



NOTE: These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstitute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again, at the same point at which they were suspended.]

CHAPTER 3
[INMATE RIGHTS AND RESPONSIBILITIES §541.12]

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and religious worship.	3. You have the responsibility to recognize and respect the voluntary rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

- | | |
|---|--|
| 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence. | 7. It is your responsibility to use the services of an attorney honestly and fairly.] |
| 8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program. through a legal assistance program. | 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance. |
| 9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions. | 9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material. |
| 10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities. | 10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities. |
| 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family. | 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.] |

TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommend).
		D. Disciplinary segregation (up to 60 days).
		E. Make monetary restitution.
		F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
		G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

[TABLE 3 (Cont'd)]
GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	

[TABLE 3 (Cont'd)]
GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G]
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

Inmates receiving performance pay who are found through the disciplinary process to have committed a level 100 or 200 series drug- or alcohol-related prohibited act will automatically have their performance pay reduced to maintenance pay level and will be removed from any assigned work detail outside the secure perimeter of the institution. This reduction to maintenance pay level, and removal from assigned work detail outside the secure perimeter of the institution, will ordinarily remain in effect for one year, unless otherwise authorized by the Warden.

TABLE 3 (Cont'd)
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation.
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	C. Disciplinary Transfer (recommend).
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	D. Disciplinary segregation (up to 30 days). E. Make monetary restitution.
209	Adulteration of any food or drink	F. Withhold statutory good time]
210	(Not to be used)	
211	Possessing any officer's or staff clothing	

[TABLE 3 (Cont'd)]
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
212	Engaging in, or encouraging a group demonstration	G. Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	
214	(Not to be used)	H. Change housing (quarters)
215	Introduction of alcohol into BOP facility	I. Remove from program and/or group activity
216	Giving or offering an official or staff member a bribe, or anything of value	J. Loss of job
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	K. Impound inmate's personal property
		L. Confiscate contraband
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	M. Restrict to quarters]
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	

**[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)]**

CODE	PROHIBITED ACTS	SANCTIONS
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	Sanctions A-M]
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable.	

Inmates receiving performance pay who are found through the disciplinary process to have committed a level 100 or 200 series drug- or alcohol-related prohibited act will automatically have their performance pay reduced to maintenance pay level and will be removed from any assigned work detail outside the secure perimeter of the institution. This reduction to maintenance pay level, and removal from assigned work detail outside the secure perimeter of the institution, will ordinarily remain in effect for one year, unless otherwise authorized by the Warden.

**[TABLE 3 (Cont'd)
MODERATE CATEGORY]**

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	
302	Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
306	Refusing to work, or to accept a program assignment	
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days). E. Make monetary restitution.
308	Violating a condition of a furlough	F. Withhold statutory good time.]
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	

[TABLE 3 (Cont'd)]
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
313	Lying or providing a false statement to a staff member.	G. Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job.
315	Participating in an unauthorized meeting or gathering	K. Impound inmate's personal property.
316	Being in an unauthorized area	L. Confiscate contraband.
317	Failure to follow safety or sanitation regulations	M. Restrict to quarters.
318	Using any equipment or machinery which is not specifically authorized	N. Extra duty.]
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	

[TABLE 3 (Cont'd)]
MODERATE CATEGORY (Cont'd)

329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	Sanctions A-N]
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature</u>). This charge is to be used only when another charge of moderate severity is not applicable.	

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
* 406	Not to be Used *	[E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.]
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
* 410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	

**[TABLE 3 (Cont'd)
LOW MODERATE CATEGORY (Cont'd)]**

CODE	PROHIBITED ACTS	SANCTIONS
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list). *	J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.	N. Extra duty. O. Reprimand.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	P. Warning.

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: "We find the act of _____ to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration."

Sanction B.1 may be imposed on the Low Moderate category **only** where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).

[TABLE 4 - SANCTIONS]

1. Sanctions of the Discipline Hearing Officer: (upon finding the inmate committed the prohibited act)

A. Recommend Parole Date Rescission or Retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

B. Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 6)]

See Page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Good time (statutory and good conduct time) percentages may be combined when separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, when an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 Code violation). Good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or her delegated representative for final decision.

This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act for crimes

TABLE 4 - SANCTIONS (Cont'd)

committed on or after November 1, 1987 and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

[B.1 Disallowance of Good Conduct Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed. However for crimes committed on or after September 13, 1994 and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following;

- (1) **Greatest Category Offenses.** A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good time conduct) for each act committed;
- (2) **High Category Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a

[TABLE 4 - SANCTIONS (Cont'd)]

minimum of 50% of available good conduct time) for each act committed.

(3) **Moderate Category Offenses.** A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.

(4) **Low Moderate Category Offenses.** A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

However, the DHO may, after careful consideration of mitigating factors (seriousness of the offense, the inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy program. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.

Except for VCCLEA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.]

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of good conduct time.

[TABLE 4 (Cont'd)]

[C. Recommend Disciplinary Transfer. The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC OR DHO hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to the receiving institution's Discipline Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.]

Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

[D. Disciplinary Segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale. (See Table 6)]

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with fighting (Code 201) and also assaulting a staff member (Code 101). The inmate can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. The inmate could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, the inmate starts another disturbance, and strikes another officer, the

[TABLE 4 (Cont'd)]

inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense.

See Table 6 for the specific limits on sanctions. Each different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate prohibited acts are to be imposed consecutively. An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution. Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. When this is not practical, the Regional Office must approve the transfer. The inmate shall complete the remainder of any segregation period at the receiving institution.

[E. Make Monetary Restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.]

An inmate's commissary privileges may be suspended or limited until restitution is made. See the Accounting Management Manual for instructions regarding impoundment of inmate funds.

[F. Withholding Statutory Good Time. The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs. Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and

[TABLE 4 (Cont'd)]

to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542). Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale. (See Table 6)]

An application for restoration of good time must be forwarded from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision. Part 542 refers to Program Statement on Administrative Remedy Procedure for Inmates. See Page 20 of this Chapter for information on restoration eligibility. This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days good conduct time credit (18 U.S.C. § 3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through the Administrative Remedy procedures.

[2. Sanctions of the Discipline Hearing Officer/Unit Discipline Committee: (upon finding the inmate committed the prohibited act)]

G. Loss of Privileges:] Commissary, Movies, Recreation, etc. [The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege. However, the DHO or UDC may impose a loss of privilege sanction not directly related to the offense when there is a lack of other appropriate sanctions or when imposition of an appropriate sanction previously has been ineffective.]

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction (e.g., loss of visiting privileges) is viewed as having a significant impact on the inmate's future behavior.

Loss of recreation privileges cannot be imposed on inmates in Special Housing, but may be used as a sanction for general population inmates.

[H. Change Housing (Quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.

I. Remove from Program and/or Group Activity. The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.

J. Loss of Job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.

K. Impound Inmate's Personal Property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.

L. Confiscate Contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.]

For procedures, see the Program Statement on Personal Property of Inmates.

[M. Restrict Quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.

N. Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.

O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.

P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).]

Note: Although not considered sanctions, the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in, or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue. In the example cited above, a referral would be made to the inmate's unit team for a decision on the recommendation.

[TABLE 5]

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

When the Unit Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart.)

<u>Category</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Frequency of Repeated Offense</u>	<u>Sanction Permitted</u>
Low Moderate (400 Series)	6 months	2d offense	Low Moderate Sanctions plus 1. Disciplinary segregation, up to 7 days. 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3d offense	Any sanctions or more available in Moderate (300) and Low Moderate (400) series.
Moderate (300 Series)	12 months	2d offense	Moderate Sanctions (A,C,E-N) plus 1. Disciplinary segregation, up to 21 days

[TABLE 5 (Cont'd)]

<u>Category</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Frequency of Repeated Offense</u>	<u>Sanction Permitted</u>
High (200 Series)	18 months		2. Forfeit earned SGT or non-vested GCT up to 37 ½% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3d offense	Any sanctions or more available in Moderate (300) and High (200) series.
		2d offense	High Sanction (A,C,E-M), plus
			1. Disciplinary segregation, up to 45 days.
			2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3d offense	Any sanction available in High or more (200) and Greatest (100) series.]

[TABLE 6

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

<u>Severity of Act</u>	<u>Sanctions</u>	<u>Max.Amt. Forf. GT¹</u>	<u>Max.Amt. W/hd SGT</u>	<u>Elig. Restora tion Forf.SGT</u>	<u>Elig. Restora tion W/hd/SGT</u>	<u>Max. Dis Seg¹</u>
Greatest	A-F	100%	Good time creditable for single month	24 mos	18 mos	60 days
High	A-M	50% or 60 days, during which whichever violation is less occurs.	Applies to all categories.	18 mos	12 mos	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 mos	6 mos	15 days
Low/Moderate	E-P	N/A	N/A(1st offense)	3 mos	N/A (1st offense)	
				6 mos. (2nd or 3rd offense) in same category	7 days (2nd offense)	
					15 days within six months (3rd offense)	

¹ See Table 5, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY, on Page 22 of this Chapter. Forfeited good conduct time will not be restored ("GT" in Table 6 represents both good conduct and statutory good time.)

[NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.]